



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

PROBATION AND PAROLE INVESTIGATOR

Job Number: 20000661

Job Code: 22530V161016

Job Group: 6300 - PROBATION AND PAROLE

Job Established: 05/16/2006

Job Revised: 10/16/2016

Grade: 12 Salary (MIN - MID):

\$14,938-\$19,789 - Hourly

\$2,427.44-\$3,215.72 - 37.5 Hr. Monthly Salary

\$2,589.26-\$3,430.10 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Completes pre-sentence investigation reports for the Courts and the Kentucky Parole Board by interviewing offenders and using background investigation tools to complete a thorough examination of the offender; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

NONE

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must be twenty-one years of age.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Prepares Pre-Sentence Investigation reports utilizing various resources including the offender, offender's family, court records and medical records (psychiatric and physical.) Interviews client to gather information about the offender, the offender's background, social, mental health and substance abuse issues. Maintains dialogue with client. Prepares and maintains detailed client records and reports. Prepares all necessary documentation requested by courts, center office or Parole Board for sentencing hearings or legal purposes. Prepares and investigates all special assignments such as pardon, commutation of sentence, custody time credit and out-of-state requests for offender background information. Participates in Court adjudication and serves as court liaison. Provides recommendations to the Court regarding treatment options for mental health and/or substance abuse issues. Investigates offender's prior criminal history. Utilizes available community service resources to recommend probation supervision to the Courts and Probation and Parole Officers.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title perform work in an office setting. Some details require working at jails, prisons and local courts.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.